



Dear Prospective Applicant,

Thank you for your interest in the Indiana Office of Energy Development (OED) 2011-2012 Energy Action in Schools Program. Energy Action in Schools is conducted by the National Energy Foundation (NEF) on behalf of OED and the U.S. Department of Energy (DOE). NEF is conducting a behavioral, school-based, energy efficiency program where students, teachers, and administrators actively monitor energy usage at the school facility to encourage wise energy use by building occupants. There is no fee for participating.

This document is intended to provide guidance and assist in completing the online application available at <https://extranet.in.gov/oed/grants/default.aspx>. Included in this guidance are the Energy Action in Schools Guidelines, Participant Responsibilities, and Terms and Conditions.

Applications may be submitted online on the OED Grant's Management program anytime between August 29, 2011 and September 23, 2011. All applications will be reviewed competitively following the close of the application period on September 23, 2011. The review process is expected to only take a few weeks.

Please address all correspondence to:

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Indiana Office of Energy Development

Sincerely,

Megan Murray
EAiS Program Manager

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I. Introduction

In a time of rising energy costs and decreasing school budgets, it is important for schools to take a serious look at their energy usage as a means of decreasing energy consumption and lowering long term energy costs. To support these efforts, the Indiana Office of Energy Development is soliciting applications for the Energy Action in Schools (EAiS) program for the 2011-2012 school year.

The National Energy Foundation will:

- ☐ Work with superintendents, principals and energy managers to design a school specific behavior training and education program to support energy management efforts
- ☐ Provide a school workshop training for volunteer teachers in the Energy Action in Schools energy efficiency model
- ☐ Provide behavior training and educational programs to support energy management efforts in school corporations for energy managers/facilities managers and custodians
- ☐ Conduct two behavioral audits of buildings and assist in tracking energy savings from the addition of the behavior modification component
- ☐

This program is at no cost to schools. No funds incurred by the school during the development and submittal of this application, or at any other time during this program, will be refunded.

II. Program Requirements

Objectives

With this program, OED is seeking applications from schools which:

- Have an interest in energy efficiency for its school
- Have school-wide commitment to be involved in this program
- Are committed to continuing with energy efficient measures after the conclusion of the program
- Possess a need that has previously inhibited participation in such a program
- Are willing to make an effort to increase energy efficiency awareness with students, faculty and staff.

Eligible Applicants

Eligible applicants are K-12 school buildings within the state of Indiana that did not participate in the Energy Action in Schools program last year. For instance, if an elementary school within a school corporation participated, but the middle school did not, the middle school would be eligible to apply this year.

All participants must meet all of the following criteria:

- ☐ School must be located in Indiana.
- ☐ School's lowest grade level shall not be lower than kindergarten
- ☐ School's highest grade level shall not be higher than 12th grade

III. Application Process

Only complete applications will be allowed to be submitted. The application must be completed and submitted through OED's online grant management system, <https://extranet.in.gov/oed/grants/default.aspx>. Applications submitted by other means will not be accepted.

The grant management system will request a Letter of Support from the school's principal to be uploaded. Please see the *Application Attachments* for additional information.

Since this program is at no-cost to schools and schools are not receiving any funds directly, administrative costs associated with submitting an application will **not** be reimbursed.

OED may request additional information after submission from an applicant to further evaluate an application. Failure to adequately address the request will cause OED to score the application as is, which could affect an applicant's overall score and/or eligibility.

OED expressly reserves the right to modify or withdraw this request for applications at any time, whether before or after applications have been submitted.

DUNS Number

All applicants must have a DUNS number to be eligible. If your organization does not have a DUNS number, go to the Dun & Bradstreet (D&B) online registration located at <http://fedgov.dnb.com/webform/displayHomePage.do> to receive a number free of charge or call 1-800-234-3867. Please be aware that this process may take up to 10 days. If you are not in receipt of a DUNS number at the time of application, you must submit it to the program manager within 7 days of application. Failure to do so may result in loss of eligibility for grant funding.

IV. Attachment Guidelines

Attachment A: Letter of Support from school Principal

To further demonstrate a school's commitment to participating in the EAiS program, we are asking for the principal to write a Letter of Support on the school's letter head and sign it. The OED Grant Management System, <https://extranet.in.gov/oed/grants/default.aspx>, will ask for the signed Letter of Support to be scanned and uploaded to the school's application. This uploaded document is required for an application to be submitted and an application will not be considered complete if it is not included.

V. Award Process

Evaluation Criteria

Applications shall be considered for participation by OED. The following criteria, among others, will be considered during the review of applications:

- Commitment to energy efficiency
- Commitment to involve entire school in the program

Awards

OED anticipates choosing between 13-18 schools to participate in the EAIS program. OED expects to notify participants approximately 2 weeks following the close of the application period.

If selected, the applicant must inform OED of refusal to participate within three (3) days of being notified.

VI. Participant Responsibilities

While the below responsibilities, terms, and conditions are not exhaustive and intended to substitute for the participant reading and understanding of the contract between their entity and the State of Indiana, they provide an example of the behavior and deliverables expected by OED and the U.S. Department of Energy.

Energy Tracking

In order to measure the effect of the EAiS program, NEF asks participating schools to use their Energy Stewards program to track their energy usage. Although EAiS is promoting primarily behavioral changes and increasing awareness, tracking a school's energy usage is the best way to see the potential savings from participating in this program. Simply inputting information from your school's monthly utility bills will allow your school to track its progress.

Maintain Communication

Chosen schools shall maintain communication with the Office of Energy Development and NEF for the duration of the school year and program. The participating school shall acknowledge its participation in the Energy Action in Schools Program by displaying the logo of OED, NEF, and Recovery.gov on any webpage, media, or printed materials that mention the project.

VII. Appendix A: Terms and Conditions

Award Approval

OED administers the Indiana Energy Action in Schools program and will review and score all applications. All applications submitted will be scored competitively against one another for participation.

Confidentiality of Information

To the extent feasible and permissible by law, the Office of Energy Development (OED) will honor an applicant's request that confidential information submitted to OED will remain confidential. OED will treat information as confidential only if: (i) the information is, in fact, protected confidential information such as trade secrets or privileged or confidential commercial or financial information; (ii) the information is specifically marked or identified as confidential by the applicant; (iii) the information is segregated and placed in a separate appendix to the application; and (iv) no disclosure of the information is required by law or judicial order. If the application results in award of a grant, the honoring of confidentiality of identified data shall not limit the right of OED to disclose the details and results of the grant to the general public. Each and every page containing proprietary data must be clearly identified and marked CONFIDENTIAL.

Indemnification

To the extent allowable by law, Applicant agrees to indemnify, defend, and hold harmless the State, its agents, officials, and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission associated with the submission of this application. The State shall **not** provide such indemnification to the applicant.